

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

NOTICE TO PARENTS/GUARDIANS

324-AR-2. ANNUAL NOTIFICATION TO PARENTS/GUARDIANS REGARDING QUALIFICATIONS OF TITLE I TEACHERS AND PARAPROFESSIONALS

TO: (All parents/guardians of students enrolled in a school receiving Title I funds.)

FROM: (Principal)

DATE: (Insert Date)

As a parent/guardian of a student who attends a school receiving Title I funds, you have a right under federal law to request information about the professional qualifications of the classroom teachers who instruct your child and the paraprofessionals who assist them. The No Child Left Behind Act of 2001 gives you the right to ask for the following information about each of your child's classroom teachers and their paraprofessional assistants:

- Whether the state has licensed or qualified the teacher for the grades and subjects s/he teaches.
- Whether the teacher is teaching under an emergency license or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and the subject of the degrees.
- Whether any instructional aides or paraprofessionals provide services to your child and their qualifications.

If you would like to receive any of this information, please contact me, at (Insert Phone Number), or by writing to my office (Street Address, City, State, ZIP Code).